

OFFICIAL USE ONLY

30 March 1960

Proposed CIA-State Agreement on  
Disposal of Documents

The purpose of this agreement is to reduce and control the volume of intelligence documents accumulated by each Agency within the USIB Community. These documents are produced by each Agency and are exchanged within the Community for reference use. Basic to this agreement is acceptance of the concept that each Agency within the USIB community is the Agency of record for the documents it produces.

Therefore, it is agreed that CIA and the State Department may dispose of each others documents 5 years after such documents become inactive. By "inactive" is meant that reference to such documents does not exceed 1 reference per file drawer (2 cu. ft.) per month. It is further agreed that any requests for such documents beyond this retention period will be serviced by the Agency of record.

OFFICIAL USE ONLY